



**State of Arizona  
Department of Education**

**Diane M. Douglas**  
Superintendent of  
Public Instruction

TO: Alternate Assessment District Test Coordinators  
FROM: **Audra Ahumada**, Director of Alternate Assessment  
DATE: January 4, 2016

**ALERT: Alternate Assessment Student Selector OPENS  
January 5 - January 31, 2016**

**ADEConnect Account Required for TCs and TAs to Access the Alternate Assessment Applications**

All designated Alternate Assessment **Test Coordinators (TCs)**, and **Test Administrators/Teachers (TAs)** administering the Alternate Assessments, must have an ADEConnect account to access the *Alternate Assessments*. The designated “Entity Administrator” for your district/charter will create an ADEConnect account and will assign the Role(s) of Test Coordinator (TC) and/or Test Administrator/Teacher (TA) as requested. *[Note: The Common Logon is no longer an active tool for these applications.]*

**IMPORTANT** - *The Entity Administrator assigns roles and permissions ensuring users only have access to ADEConnect applications and data that they are authorized to see. If you do not know the name(s) of your district’s ADEConnect Entity Administrator(s), please let us know and we will email you the contact information.*

**Registering Eligible Students in the Student Selector Application**

Beginning January 5, 2016 through January 31, 2016, **Alternate Assessment Test Coordinators** will use the *Alternate Assessments Student Selector Application* in ADEConnect to register students along with their identified test administrator/teacher (TA) for both alternate assessments: AIMS A Science in Grades 4, 8, and 10, and NCSC - ELA and Mathematics for Grades 3 through 8 and 11. After all students have been registered in the Student Selector Application, ADE will securely upload a student registration file. Once the test windows open, the students will appear under their designated schools in each of the alternate assessments systems.

The test window for AIMS A Science will open February 15 - March 31, 2016.

The test window for NCSC ELA and Mathematics – anticipated dates: late March through mid-May, 2016.

**If you do not register your eligible students by January 31, 2016, your district could experience a delay in receiving test materials on time or a delay in adding students at a later date.**

**REQUIRED TRAINING**

For TCs who **did not** complete the online AIMS A training – the training window will reopen January 11, closing on January 15, 2016. This will be the final opportunity to complete this required training. Administering the AIMS A Science test may not begin until this requirement has been met.

<http://www.azed.gov/assessment/aims-a-science-training/>

Training for **TAs** – The Test Coordinator is responsible for the AIMS A Science training of each TA.

[Test Administration Directions -AIMS A Science 2016 Manual](#)

1535 West Jefferson, Phoenix, Arizona 85007 • 602-542-4361 • [www.ade.az.gov](http://www.ade.az.gov)

Training for **TCs & TAs for NCSC**: Training modules will be available March – specific dates TBD.

### **FORMS and MANUALS Links**

**Test Security Agreements 2016** (NCSC and AIMS A Science) forms links:

Test Coordinator (TC) Agreement- Please email completed form to [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov)

Test Administrator (TA) Agreement– **Do not** return to ADE, keep signed form(s) at district office for 6 years.

No Response Form AIMS A - Please email completed form to [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov)

### **Manuals and PowerPoint Presentations Links**

Test Coordinator - AIMS A Science 2016 Manual

AIMS A Science Training Session 1

AIMS A Science Training Session 2

AIMS A Science Training Session 3

NCSC - TAM (Test Administration Manual) *available March-2016*.

### **Additional Resources on the ADE Alternate Assessments Website**

For TCs: <http://www.azed.gov/assessment/testcoordinators/>

For TAs/Teachers and TCs:

NCSC <http://www.azed.gov/assessment/ncsc/> and

AIMS A Science: <http://www.azed.gov/assessment/aims-a/>

Publications: [Alternate Assessment Brochure 2016](#) and [The Examiner](#)

If you have any questions, contact the Alternate Assessment Unit at 602-542-4061 or [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov)